

GALVESTON COUNTY



Office of County Auditor

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Fiscal Year 2021 Invoice Submission Deadlines

Listed below is the invoice submission schedule for the 2021 fiscal year. In order to ensure payments are out on time and on the anticipated Commissioners Court agenda, please submit your invoices for processing according to the schedule below. Payments should be submitted to APClerk@galvestoncountytexas.gov, by inter-department mail or by US mail.

*****Invoices and claims need to be submitted to Accounts Payable no later than 11am on Tuesday (by 11am Monday for attorney vouchers), 2 weeks prior to the date of the regularly scheduled Commissioners Court on which you would need the payment released.*** Checks are not included on Special Commissioners Court agendas. Items that do not meet that deadline are not guaranteed to be on the anticipated Commissioners Court agenda. It is the goal of the Accounts Payable Division to provide a two week turnaround from the time the invoice and all supporting documentation are received to process payment of the invoice. However, Texas Government Code 2251 does not consider a payment overdue until the 31st day after the later of:

1. The date the government entity receives the goods under contract
2. The date the performance of service under the contract is completed
3. The date the governmental entity receives an invoice for the goods or service

COMMISSIONERS COURT DATE	INVOICE PROCESSING PERIOD COVERED	INVOICES/CLAIMS DUE TO AP	ATTORNEY VOUCHERS DUE TO AP	CHECK RELEASE DATE
10/05/2020	09/17/2020-10/01/2020	09/22/2020	09/21/2020	10/05/2020
10/19/2020	10/01/2020-10/15/2020	10/06/2020	10/05/2020	10/19/2020
11/02/2020	10/15/2020-10/29/2020	10/20/2020	10/19/2020	11/02/2020
11/16/2020	10/29/2020-11/12/2020	11/03/2020	11/02/2020	11/16/2020
11/30/2020	11/12/2020-11/25/2020	11/17/2020	11/16/2020	11/30/2020
12/14/2020	11/25/2020-12/10/2020	12/01/2020	11/30/2020	12/14/2020
12/28/2020	12/10/2020-12/23/2020	12/15/2020	12/14/2020	12/28/2020
01/11/2021	12/23/2020-01/07/2021	12/29/2020	12/28/2020	01/11/2021
01/25/2021	01/07/2021-01/21/2021	01/12/2021	01/11/2021	01/25/2021
02/08/2021	01/21/2021-02/04/2021	01/26/2021	01/25/2021	02/08/2021
02/22/2021	02/04/2021-02/18/2021	02/09/2021	02/08/2021	02/22/2021
03/08/2021	02/18/2021-03/04/2021	02/23/2021	02/22/2021	03/08/2021
03/22/2021	03/04/2021-03/18/2021	03/09/2021	03/08/2021	03/22/2021
04/05/2021	03/18/2021-04/01/2021	03/23/2021	03/22/2021	04/05/2021
04/19/2021	04/01/2021-04/15/2021	04/06/2021	04/05/2021	04/19/2021
05/03/2021	04/15/2021-04/29/2021	04/20/2021	04/19/2021	05/03/2021
05/17/2021	04/29/2021-05/13/2021	05/04/2021	05/03/2021	05/17/2021
05/28/2021	05/13/2021-05/26/2021	05/17/2021*	05/17/2021	05/28/2021
06/14/2021	05/26/2021-06/10/2021	05/29/2021	05/28/2021	06/14/2021
06/28/2021	06/10/2021-06/24/2021	06/15/2021	06/14/2021	06/28/2021
07/12/2021	06/24/2021-07/08/2021	06/29/2021	06/28/2021	07/12/2021
07/26/2021	07/08/2021-07/22/2021	07/13/2021	07/12/2021	07/26/2021
08/09/2021	07/22/2021-08/05/2021	07/27/2021	07/26/2021	08/09/2021
08/23/2021	08/05/2021-08/19/2021	08/10/2021	08/09/2021	08/23/2021
09/03/2021	08/19/2021-09/01/2021	08/23/2021*	08/23/2021	09/03/2021
09/20/2021	09/01/2021-09/16/2021	09/07/2021	09/06/2021	09/20/2021

*Early submission date for invoices/claims due to AP.

**Commissioners Court dates are subject to change with unanticipated closures. This could affect the cutoff date for invoice submission. Questions about submission deadlines for unanticipated court dates other than those above should be directed to the AP division.